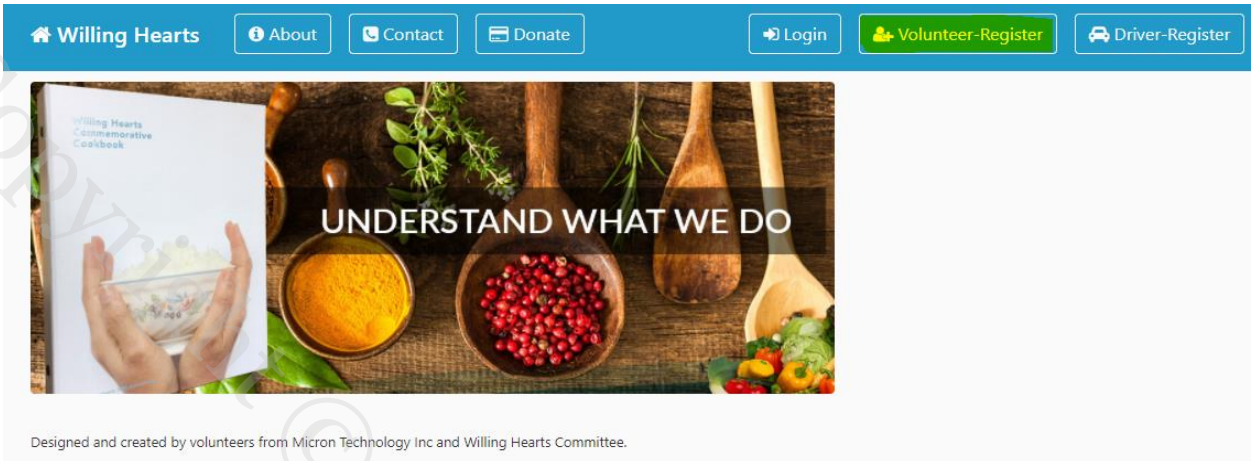
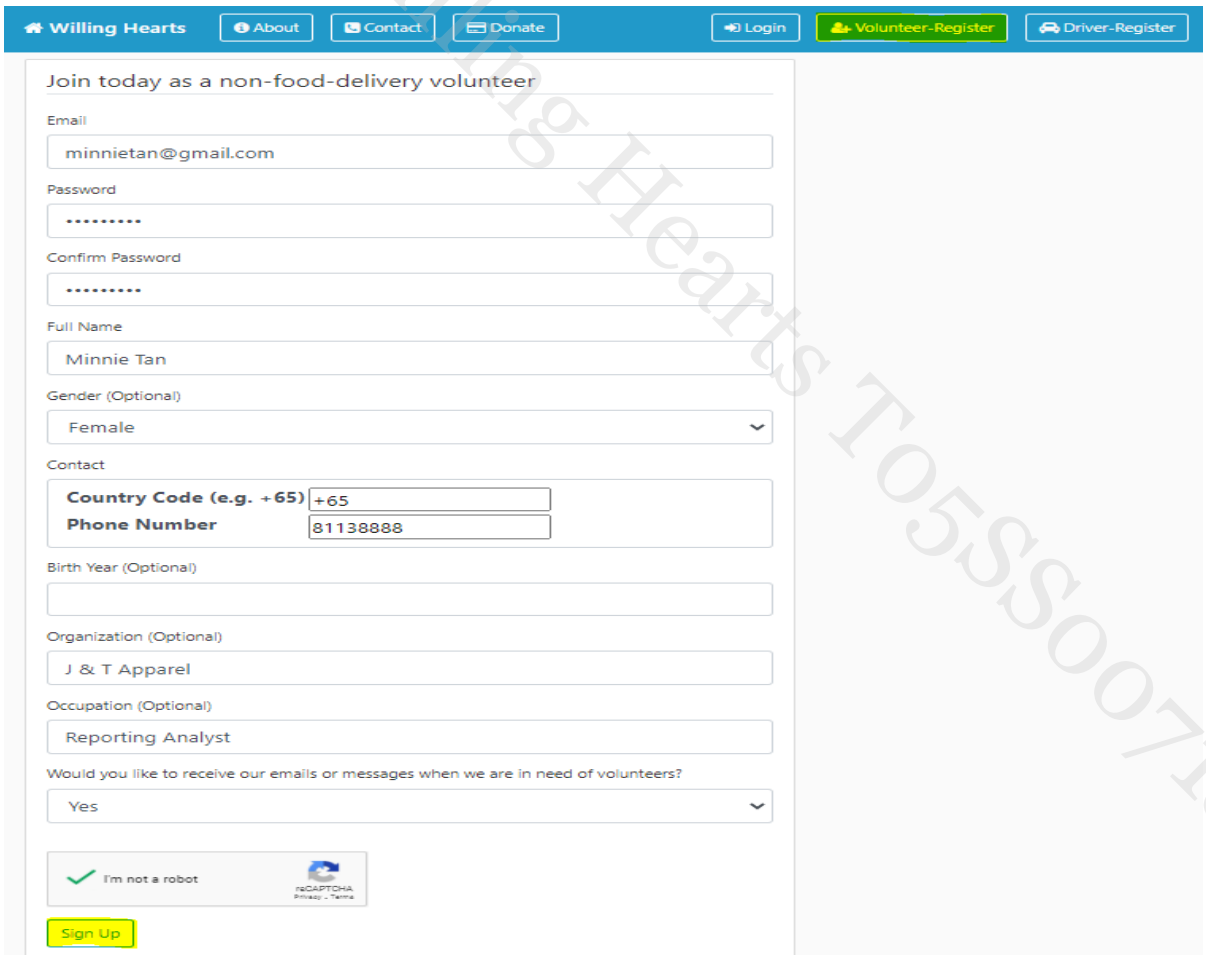
Kitchen Volunteer Registration & Booking

Creation of Account



1. Click on Volunteer-Register button.
2. Input the email address, password, name, mobile# etc.
3. Click sign up.



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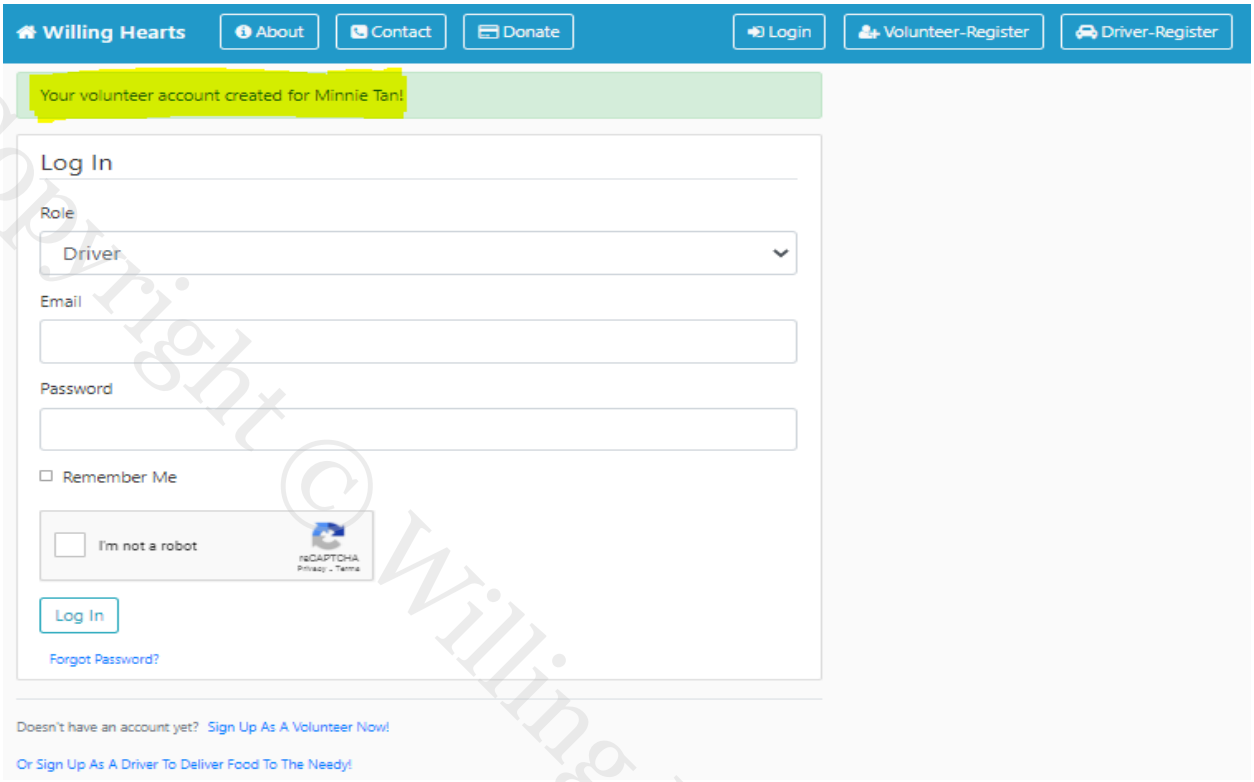
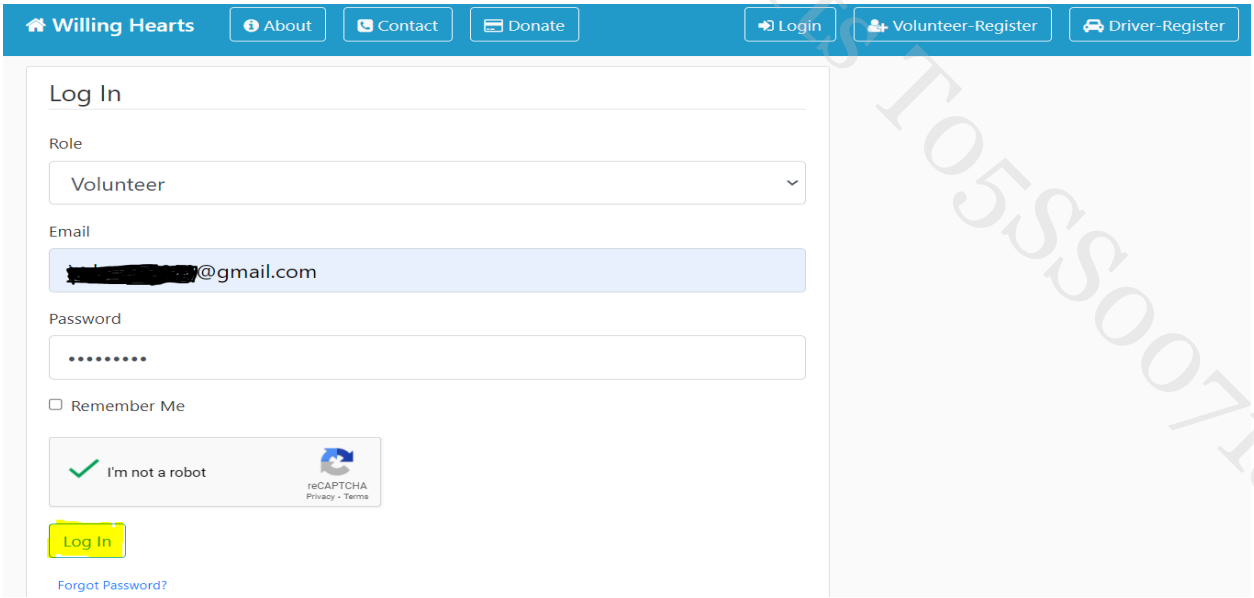
4. Account created. A message will be shown on top of the screen. (*You will receive an email acknowledgement.)



Booking of Time Slot(s)

5. Choose the role to login. (Role = "Volunteer")



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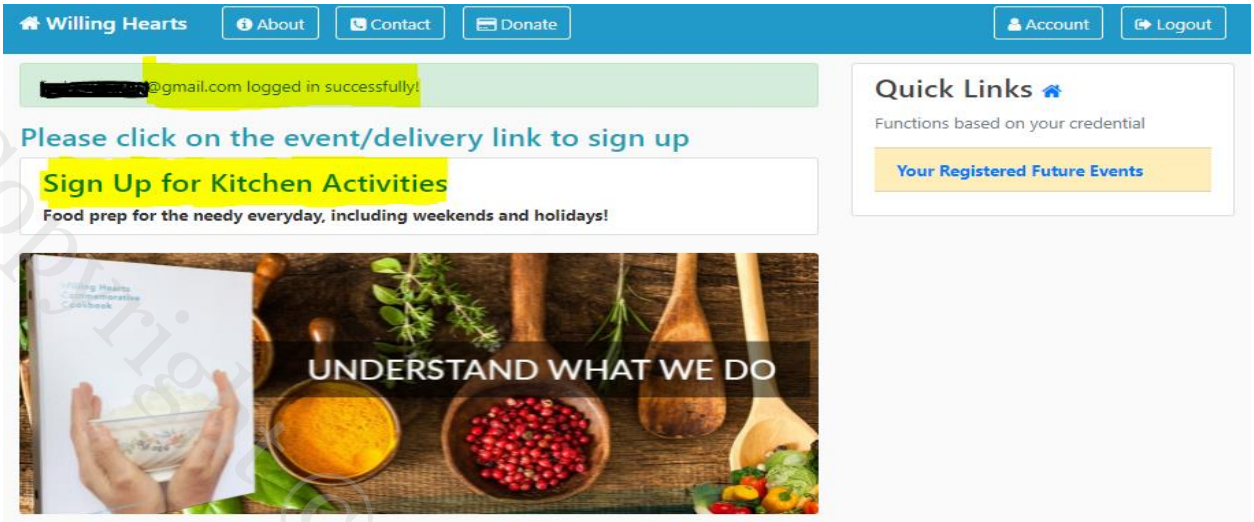
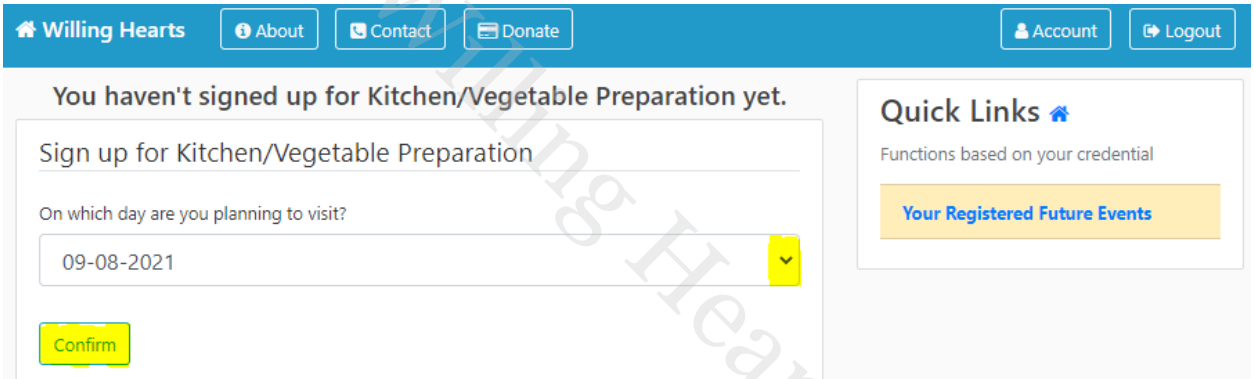
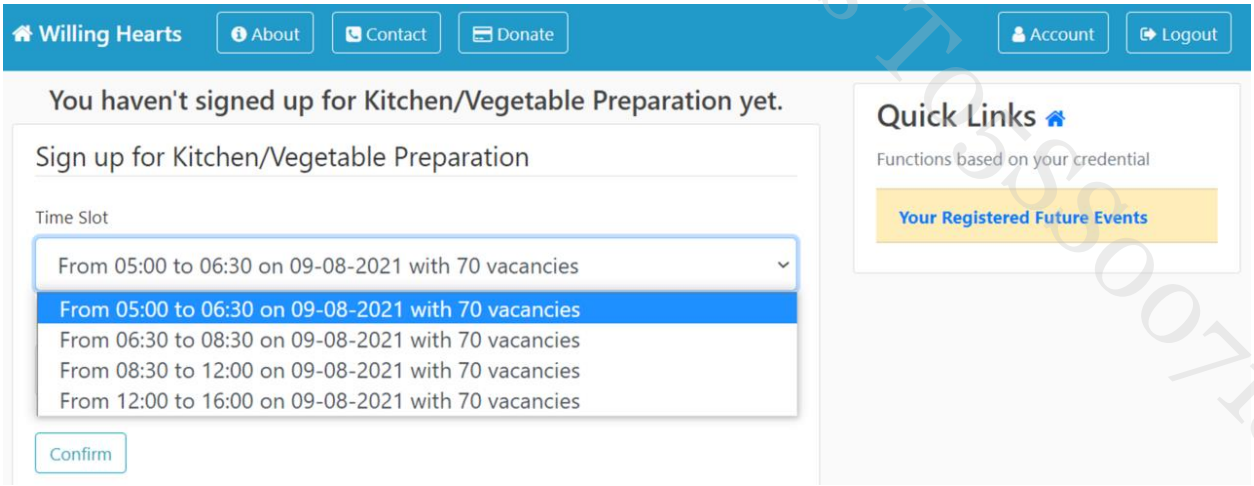
6. To sign up for a particular day, click on Sign Up For Kitchen Activities.



7. Click the down arrow and select the date you wish to volunteer. Click Confirm.



8. Click the time slot and the number of pax. Click Confirm.



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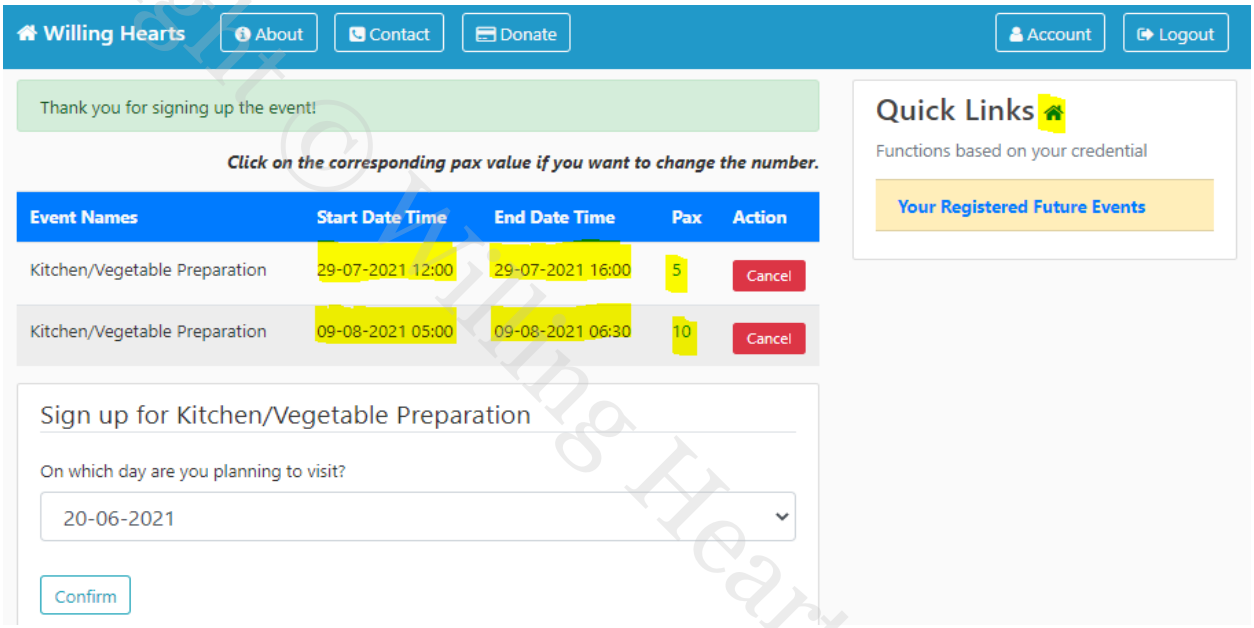
9. Your time slot is confirmed. (*You will receive an email acknowledgement.) You need to use the QR code to check in on arrival and check out when leaving in order to capture your hours. Do not use the Tracetogether App to scan the code. **Please use QR code reader app or your phone camera**. **QR code is changed daily**. You can continue to book other dates/time slot on this screen or click the Home icon on the Quick Links to return to the main page.

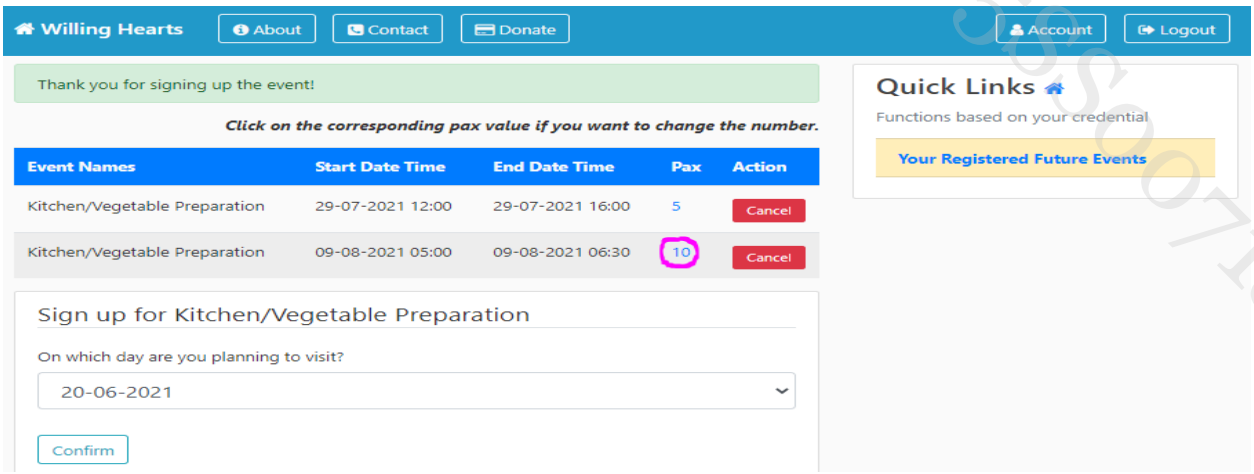
Cancellation of Time Slot(s)

10. To cancel the particular date, click on the Cancel button. (*You will receive an email acknowledgement.)



Updating # of Registered Volunteers

11. To reduce or increase the number of pax, click on the Pax value (circle in pink).



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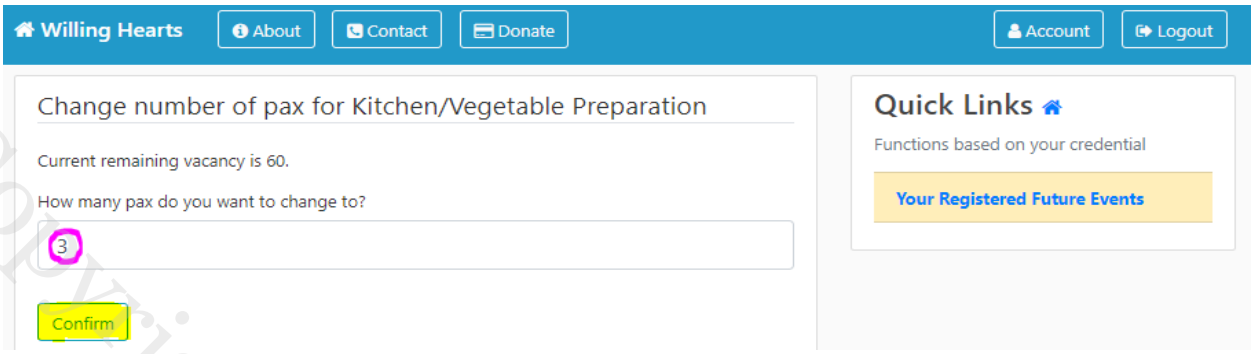
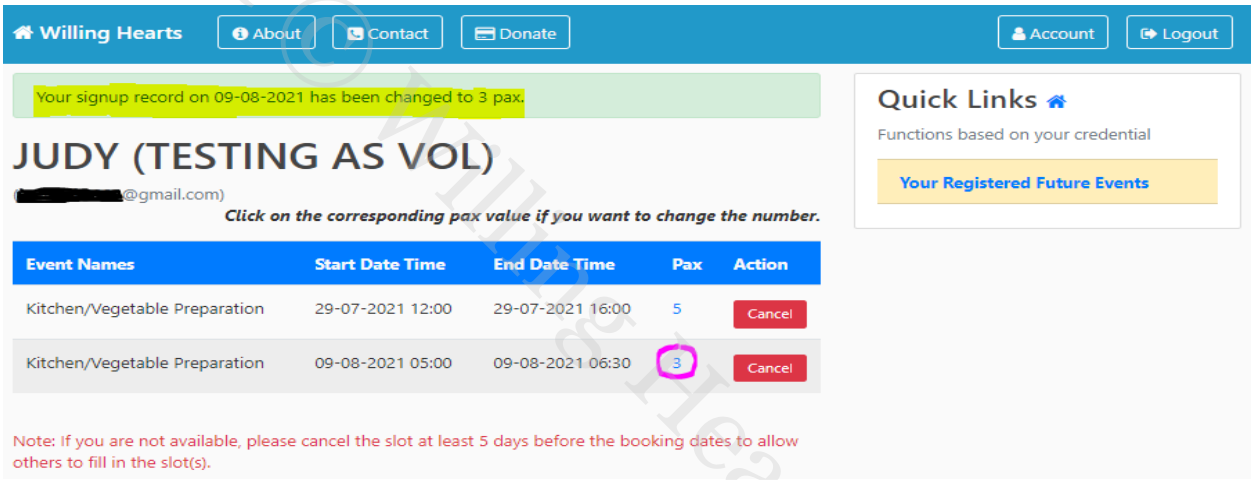
12. Change the number that you require and click Confirm.



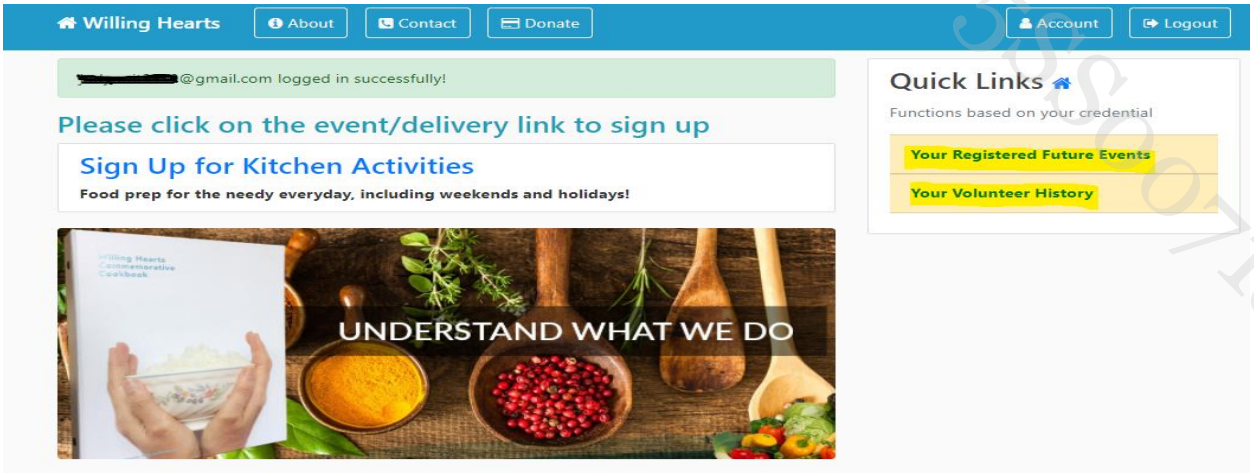
13. Your change has been updated. (*You will receive an email acknowledgment.)

Please cancel the slot **14 days before the booking date if you are not available.



To check for Future Events and Volunteer Hours

14. Click on Your Registered Future Events on the Quick Links to see the event(s) you have signed up. You can check your volunteer hours under Your Volunteer History.



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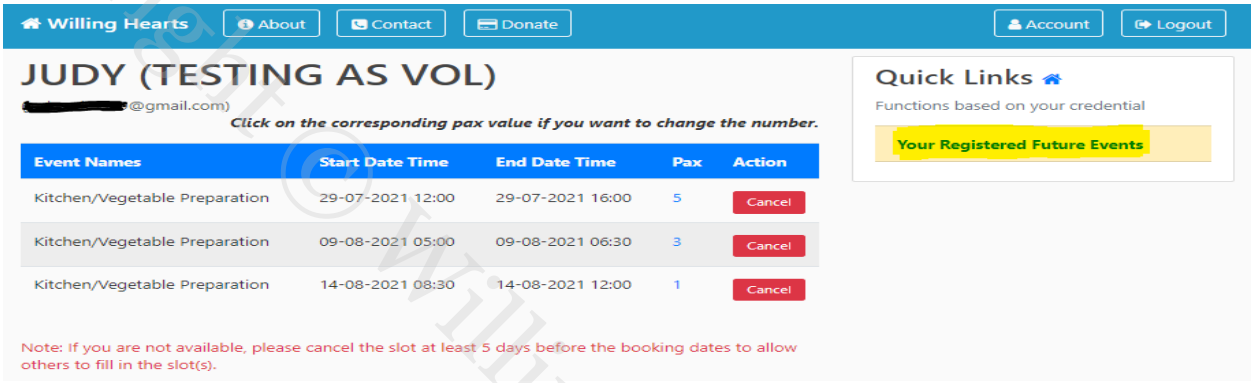
15. You are good for now.
16. Upon arrival, use QR code reader app or your phone camera to scan our Check In QR code at the screening station and Check Out QR code once you have completed your kitchen tasks. ***Remember to scan the QR code to capture your volunteer hours and ensure the hours are credited into your profile before leaving our premises.**

****Note: If NO check out is done on the SAME day, there will be NO volunteer hours recorded to your profile. Our QR code is separated from the Tracetogether Safe Entry. NO filling up of our timesheet going forward.**

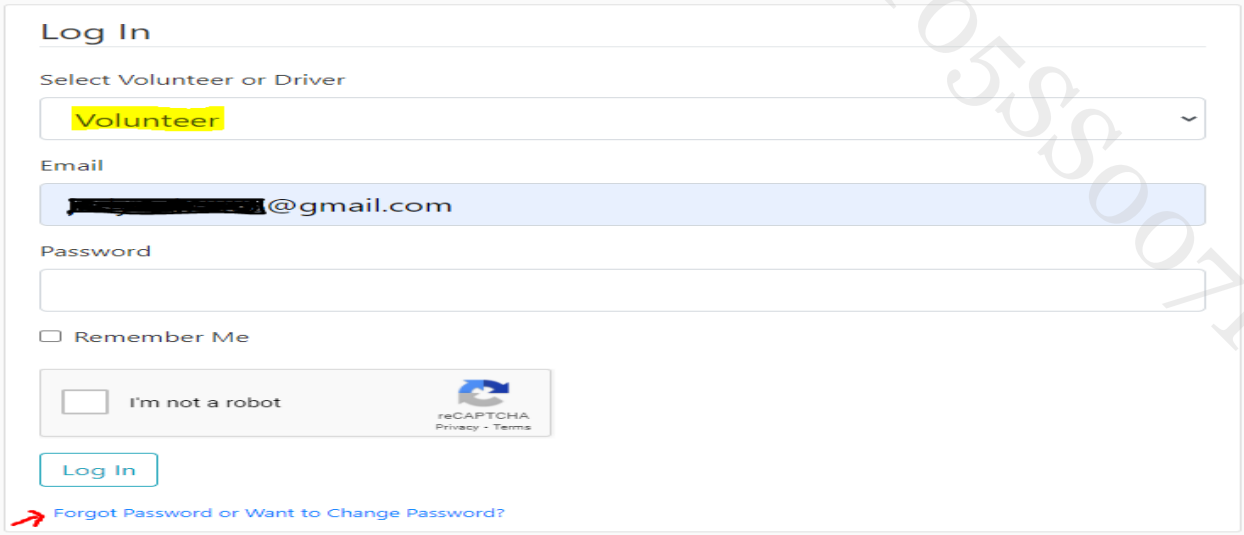
Your Registered Future Events



Your Volunteer History

Forgot Password

17. Go to the Login page. Select the Role as Volunteer. Key in your email address and click Forgot Password or Want to Change Password.



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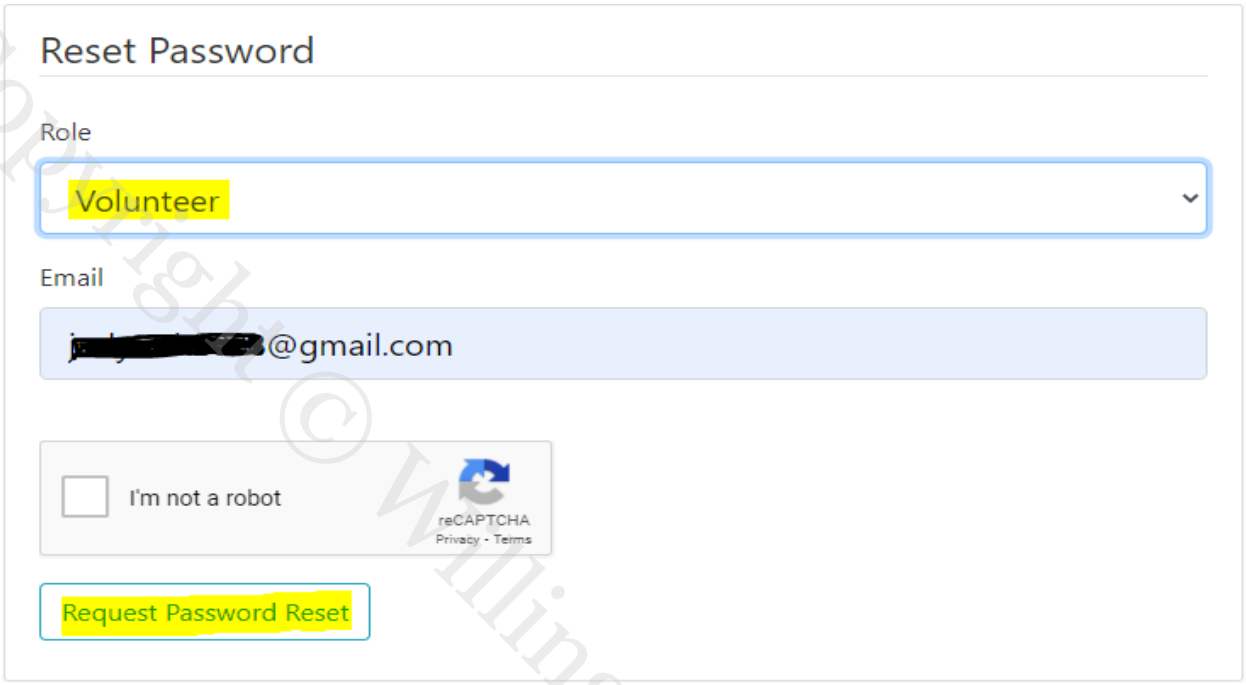
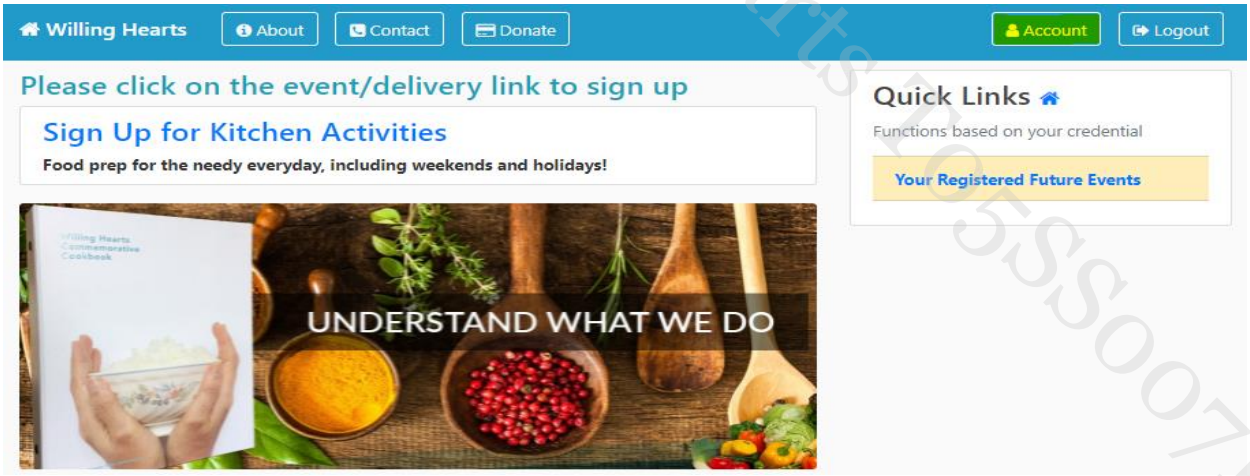
18. It will bring you to this page. Select Role as Volunteer and your email address. Click Request Password Reset button. You will then receive a link to reset your password in your inbox.
19. Click the link and key in your new password. Now you are ready to login.



Where to find your unique Userid#

A. Click the Account button on the top.



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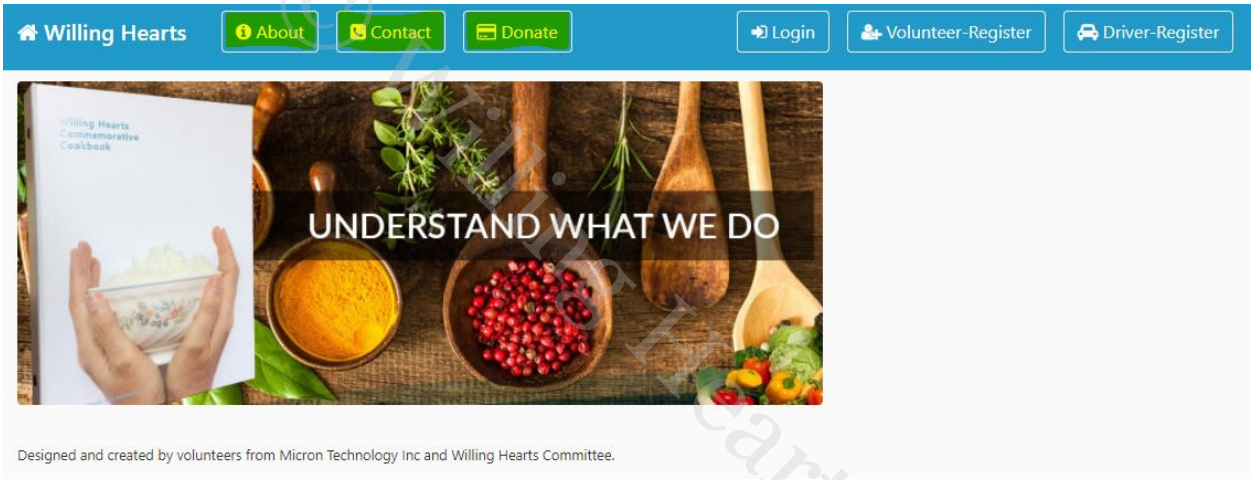
B. You will see your Userid#.

C. The 3 buttons on top of the screen will link you to our website.



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